

# Workington Town Council

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## Minutes of the Finance, Property and Employment Committee Meeting on Monday 15 January 2018, at 6pm in Workington Town Hall

M Bainbridge	Apologies
K Hansen	Apologies
M Heaslip	Present
A McGuckin	Present
P McHarry	Present
B Miskelly	Present
J Osborn	Present
B Reville	Absent
M Rollo	Apologies
N Schofield (vice chair)	Absent
J Wright	Present

In attendance: Town Clerk, Assistant Town Clerk

### **F17.55 Apologies**

Apologies were received and accepted from Cllrs M Bainbridge, K Hansen and M Rollo.

### **F17.56 Declarations of Interest**

No items were declared.

### **F17.57 Exclusion of Press and Public**

It was agreed to hold the meeting in the public domain.

### **F17.58 Minutes of the Last Meeting**

The minutes of the meeting on 20 November 2017 were received and affirmed as a true record.

### **F17.59 Matters Arising**

Cllr M Heaslip noted that there was not an agenda item to update on the transfer of Vulcans Park. The clerk confirmed that he was yet to receive a timetable from the Borough Council and was informed that this would be sent after Christmas. There was a brief discussion about how this could be progressed.

**Resolved:** For the clerk to write to Ian Frost to receive an update on the transfer of Vulcans Park.

#### **F17.60 Schedule of Payments**

The committee considered the Schedule of Payments 1 November to 31 December 2017.

**Resolved:** To accept the Schedule.

#### **F17.61 Bank Reconciliation Statement**

The committee considered the Bank Reconciliation Statement as at 31 December 2017.

**Resolved:** To accept the Statement.

#### **F17.62 Budget Monitoring Statement**

The committee considered the Budget Monitoring Statement for 2017– 2018 to 31 December 2017. There was a discussion about the figure outlined in the reserves. It was noted that this did not demonstrate a deficit budget and that one off payments were being spent from allocated reserves on items of investment.

**Resolved:** To accept the Budget Statement.

#### **F17.63 Risk Assessment Review 2017-18**

The clerk reported that the Risk Assessment Review is evaluated on a yearly basis. The 2017-18 review has been amended to include financial regulations, the portfolio of policies, GDPR and ongoing reviews of policies. There was a brief discussion about the implementation of GDPR, the clerk highlighted that the regulation had not been designed with parish councils and small business in mind. It was noted that the sections in the document referring to GDPR should be clear in the description that they are for Data Protection purposes. The clerk briefly reported that officers had been improving health and safety and working towards IOSH training.

**Resolved:** To make the amendments to the Risk Assessment review to sections highlighting GDPR, as required.

#### **F17.64 Committee Priorities**

The clerk reported that the Council had set its previous plans in 2011 and 2013, and that this was currently under review by the Policy and Resources Committee. The new plan would be clear and definitive, setting out the priorities for each committee. Policy and Resources have requested that each committee should outline its priorities to contribute to this framework.

The committee reviewed the aims:

- To aspire to being a model council.
- To be a responsible, safe and accountable employer.
- By setting the highest standards for transparency, compliance, safe working and employment practices.
- By ensuring efficient and effective use of all the Town Council's assets.

There was a discussion about how the committee sets a standard, and their aims towards the highest standard of governance. It was noted that the committee was an auditing,

governance and employment committee, with the responsibility to develop systems and perform a scrutiny function.

**Resolved:** The Committee recommended that its aims and objectives be considered as follows:

To develop best practice in governance and compliance.

To be a responsible, safe and accountable employer.

It would achieve these aims by setting the highest standards for transparency, compliance, safe working and employment practices.

In its scrutiny and audit role it would ensure that that all areas of the council are subject to effective planning, performance monitoring, budgeting and risk management.

The meeting closed at 18:45